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REQUEST TO SPEAK ONLINE MANUAL

The Request To Speak program allows you to sign up online to speak on a bill that is to be heard in a legislative standing committee. You must first have already created an account at the Senate.

Logging On

1. Sign in with your username and password.

The screenshot shows a web browser window with a cyan background. At the top, there are three links: [Logout](#), [Search \(Add Request\)](#), and [Review Requests \(Unknown \)](#). Below these links is the title "Welcome to the Arizona State Senate Request To Speak Information System". A paragraph of text explains that users must have registered at a kiosk and that the system has been flooded with illegitimate requests. Below the text are two input fields: "Enter User Name" with the value "rz01" and "Enter Password" with the value "skokok". To the right of these fields is a callout box with the text "Type your username and password and click **LOGIN**.". Below the input fields are two buttons: "Login" and "Reset". The browser's status bar at the bottom shows "Done" and "Internet".

[Logout](#) [Search \(Add Request\)](#) [Review Requests \(Unknown \)](#)

Welcome to the Arizona State Senate Request To Speak Information System

In order to use this system, you must have already registered at one of the kiosks at the Arizona State Senate. This is due to the fact that the system has been flooded with illegitimate requests from people who truly do not have a desire to utilize the system in a proper manner. We are sorry for any inconveniences this may cause, but it was a required step that had to be taken.

Enter User Name
rz01

Enter Password
skokok

Type your username and password and click **LOGIN**.

Login Reset

Done Internet

Search (Add Request)

2. There are 3 ways to find a bill:

1. If you know the bill number you are looking for, enter it in the box and click **BEGIN SEARCH**.
2. If you know the committee your bill is going to be heard in, select the committee from the list and click on **BEGIN SEARCH**.
3. If you know a phrase that is contained in the Short Title/Now Title, enter it in the space and click **BEGIN SEARCH**.

Logout **Search (Add Request)** **Review Requests (0)**

If you know the bill number you are looking for, please enter it in the space to the right and click on Begin Search

HB2098

If you know the bill number you are looking for, enter it in the box and click **BEGIN SEARCH**.

OR

If you know the committee your bill is going to be heard in, select the committee from the list and click on **BEGIN SEARCH**.

Appropriations (2R)
Banking and Insurance (2R)
Education (2R)
Government (2R)
Government (4S)

OR

If you know a phrase that is contained in the Short Title/Now Title, please enter it in the space and click **BEGIN SEARCH**.

family college savings program

Click here to execute the search.

Begin Search Reset

3. For this example, select the committee name and click **BEGIN SEARCH**. Select a bill and click **CHOOSE BILL**.

E-mail

Logout **Search (Add Request)** **Review Requests (0)**

Selection	Bill Number	Short Title/Now Title	Committee Name	Agenda Date	Location
<input type="radio"/>	HB2084	school facilities board; technical correction ONLINE school districts; bond	Education	4/11/02 1:30 p.m.	SHR1
<input type="radio"/>	HB2420	vocational	Education	4/11/02 1:30 p.m.	SHR1
<input type="radio"/>	HB2522	joint technological education districts; moratorium	Education	4/11/02 1:30 p.m.	SHR1

Select a bill and click **CHOOSE BILL**.

Choose Bill

4. Fill out all necessary information and click **SUBMIT INFORMATION**.

[Logout](#)
[Search \(Add Request\)](#)
[Review Requests \(0 \)](#)

Bill Number: HB2084
 Short Title: school facilities board; technical correction
 (NOW: school districts; boundary adjustment)
 Session: Forty-fifth Legislature - Second Regular Session
 Committee Name: Education
 Agenda Date: 4/11/02
 Agenda Time: 1:30 p.m.
 Agenda Room: SHR1

What organization are you representing?

What is your stance on the bill?
☒ For ☐ Neutral ☐ Against

Comments (Optional)

I am for this bill but would like to discuss potential problems that may occur.

Do you wish to be heard?

☒ Yes ☐ No ☐ If Necessary

Click here to submit information to the committee chairman.

Click here to reset the form.

Submit Information

Reset

5. While your request is being processed, **Add Pending** will show next to your bill. Click the **REFRESH LIST** button on your browser to make sure your bill has been processed successfully.

[Logout](#)
[Search \(Add Request\)](#)
[Review Requests \(0 \)](#)

E-mail

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the request to be reflected in the pending list then it has been recorded and will be reflected in the request. Please do not re-submit the request.

Refresh List

Click here to refresh the list.

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room
Add Pending	HB2084	school facilities board; technical correction	Education	4/11/02	1:30 p.m.	SHR1

6. A successfully processed request will look like the following window. Note the number of requests has changed. You can modify or delete the request. Click the **SEARCH (ADD REQUEST)** link to select another agenda.

E-mail [icon]

[Logout](#) [Search \(Add Request\)](#) [Review Requests \(1 \)](#)

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If the request is in the pending list then it has not been processed yet. Please do not re-submit the request.

Refresh List

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room
<input checked="" type="radio"/>		school facilities board; technical correction	Education	4/11/02	1:30 p.m.	SHR1

Modify Request **Delete Request**

Modifying A Request

7. Select the **MODIFY REQUEST** button to make changes to your request. Click **SUBMIT INFORMATION** to submit modifications to the chairman.

Deleting A Request

8. Select the **DELETE REQUEST** button. Click **OK** to delete the request.

E-mail [icon]

[Logout](#) [Search \(Add Request\)](#) [Review Requests \(1 \)](#)

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If the request is in the pending list then it has not been processed yet. Please do not re-submit the request.

Refresh List

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room
<input checked="" type="radio"/>	HB2084	school facilities board; technical correction	Education	4/11/02	1:30 p.m.	SHR1

Modify Request **Delete Request**

Microsoft Internet Explorer [X]

Are you sure you want to delete this request?

OK **Cancel**

9. Click **OK**.

10. While your request to delete is being processed, **Delete Pending** will show. Click the **REFRESH LIST** button on your browser to make sure your request is deleted.

[Logout](#)
[Search \(Add Request\)](#)
[Review Requests \(1 \)](#)

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If the request is in the pending list then it has been recorded and will be processed shortly. Please do not re-submit the request.

Click here to refresh the list.

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room
⊙	HB2084	school facilities board; technical correction	Education	4/11/02	1:30 p.m.	SHR1
		<input type="button" value="Modify Request"/> <input type="button" value="Delete Request"/>				
Delete Pending	HB2084	school facilities board; technical correction	Education	4/11/02	1:30 p.m.	SHR1

11. A successfully deleted request will look like the following window.

[Logout](#)
[Search \(Add Request\)](#)
[Review Requests \(0 \)](#)

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If the request is in the pending list then it has been recorded and will be processed shortly. Please do not re-submit the request.

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room

Logging Out

12. Click the **LOGOUT** link from the top of the window to log off.